

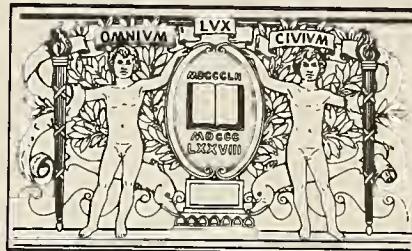
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City of Boston, City Hall
Boston, Mass.

ASSESSING AND COLLECTING DEPARTMENTS

Poll Tax
Personal Property Tax
Motor Vehicle Excise Tax
Real Estate Tax



IN 177

ADDRESSOGRAPH DIVISION



ADDRESSOGRAPH-MULTIGRAPH CORPORATION

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PREPARED FOR

City of Boston, City Hall
Boston, Mass.

ASSESSING AND COLLECTING DEPARTMENTS

Poll Tax
Personal Property Tax
Motor Vehicle Tax
Real Estate Tax

BY

Mr. R. T. Ellis
Addressograph Sales Agency
230 Congress St.,
Boston, Mass.

April 13, 1938

Gentlemen:

We appreciate the opportunity you have given us to outline Addressograph procedure and equipment for handling the Tax Collection and Recording work of the City of Boston.

We acknowledge and thank the various gentlemen in each department in which we discussed this matter. They were all helpful and we are not unmindful of the splendid cooperation that was given us.

In making the recommendations that we include herewith, we have taken into consideration not only our first hand information and personal experience, but that of the internationally famous Addressograph-Multigraph Corporation. This led us to a complete study not only of your problems but of the problems that confronted dozens of other cities and the means through which these problems were overcome and better systems inaugurated, due to the introduction of the Addressograph equipment.

We submit for your consideration facts which have been proven for years through actual use of our equipment. The following Tax Offices have solved many of the problems now confronting the tax officials of the City of Boston by the purchase of Addressograph equipment:

<u>County</u>	<u>City</u>	<u>State</u>	<u>Cost of Installation of Add.</u>
Cook	Chicago	Illinois	\$260,000.00
Wayne	Detroit	Michigan	230,000.00
Cayhuga	Cleveland	Ohio	105,000.00
Hamilton	Cincinnati	Ohio	80,000.00
Nassau	Hempstead	Long Island	70,000.00
	Louisville	Kentucky	30,000.00
Franklin	Columbus	Ohio	60,000.00
	Newark	New Jersey	70,000.00



County	City	State	Cost of Installation of Add.
Mahoning	Youngstown	Ohio	\$35,000.00
Erie		Pennsylvania	15,000.00
Milwaukee		Wisconsin	70,000.00
	Springfield Mass.		25,000.00

There are several hundred city and county tax offices throughout the United States now using Addressograph to eliminate errors and expedite procedure.

There is one point we wish to make absolutely clear to you and that is that in our entire undertaking we have kept the welfare of the City of Boston uppermost in our minds.

With your continued assistance we can assure you our equipment will represent all that we claim for it and that it will work harmoniously with whatever accounting machine you choose.

One of the most important parts that the Addressograph plays in writing your various tax bills and tax lists is that it eliminates the constant checking and re-checking necessary with any other method. It eliminates the eye strain and back-ache which has been the practice on work of this sort for so many years.

We recommend that all data except that which changes 100% in its entirety annually, be embossed on the plate which writes all or any portion of the information on whatever forms are required.

We do not believe that our recommendations vary from your present State Laws and we have steadfastly held to the principle of better methods and economy rather than complicated and unwieldy system.

We feel certain that with your assistance this installation can be made as promptly as you wish it and we guarantee that it will operate in accordance with the procedures and assurances that we have made to you.

Of all the methods that you may investigate there is none that will give you the combined advantages, the feeling of security, and the elimination of drudgery which is found in the Addressograph method.

Very truly yours,



R. T. Ellis

RTE:EMC



PERSONAL PROPERTY TAXRecommended Procedure

1. Emboss one two-section plate for each location of personal property.

Location of property Business, Description, Block	Valuation
--	-----------

Top Section
of Plate

Name of taxpayer	Address of taxpayer	Ward Precinct
------------------	---------------------	---------------

Bottom Section
of Plate

Plates filed alphabetically by name, by ward, and precinct.

2. Assessor places new valuation or approves previous years valuation on Personal Property in Assessors street books.
3. Valuation figures posted by Assessor either:
 - a. Opposite taxpayers name shown on street books, or
 - b. Writes name and address in street books, posting valuation figures opposite same.
4. Valuations posted to dooming card.
5. Tax commission reports to assessors any change of tax valuations.
6. Assessor posts revised figures to dooming card and back to street books.
7. At the billing period
 - a. Plates are removed from the files for running through the Model 3700 Addressograph. (Two Stub Meter Income Machine)



a. Continued

This machine prints and imprints three bills of two stubs each.

	<u>Paper Color</u>
a. Original bill and Collectors receipt.	White
b. Demand notice and Collector receipt.	Rose
c. Officers Warrant and Collectors receipt.	Blue
Note: All names and addresses are original copies. All bills will show the amount of valuation. Bills to be numbered by the machine the same as the commitment sheet. i. e., ward, page, line.	
b. The Model 3000 Addressograph, from the same plates that produced the bills, will print a commitment sheet by spreading horizontally the information on the plate, as	
From numbering Device	

name of taxpayer address of taxpayer	w d	p r	Local of property business, desc.	valuation block	page & line no.
		e			

The Collectors Tax list will be produced as a first carbon copy.

It is debatable whether a Transfer list need be run as a second carbon, as the plates in the Addressograph file are a permanent record and may be changed currently.

8. The bills, original and receipt, demand and receipt, warrant and receipt, commitment sheet, collectors tax list (and Transfer list if used) are now either hand posted or inserted in accounting machines for amount posting.

If accounting machines are used the operation consists of picking up the valuation already shown on the tax bill and commitment sheet, extending the amount (or) times the tax rate for total printing on all documents simultaneously.



9. The bills and collectors tax list are turned over to the collector who files the Demands and Warrants when the original bill is mailed.
10. At the proper time the Demands and Warrants are mailed out.
11. It is suggested that the consolidated list of personal property taxpayers be listed on ledger cards and manually sorted to city wide alphabetical sequence.
12. The preparation of the assessors street books from the Addressograph plates may either be on sheets ultimately bound in book form, or in the form of ledger cards.



SUMMARY OF ADDRESSOGRAPH USES

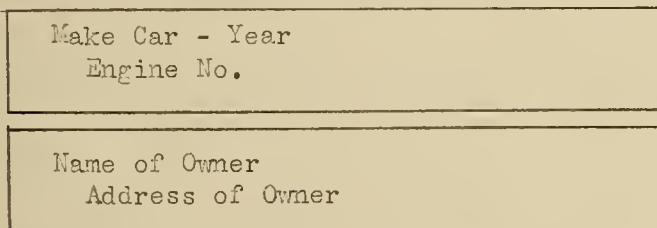
Personal Property Tax

1. Addresses original dooming card.
2. Prints and addresses bills, indicating valuation of property. (Includes simultaneous numbering)
3. Prepares original commitment sheet.
Prepares 1st carbon collectors tax list.
Prepares 2nd carbon transfer list (if desired).
4. Prepares ledger cards representing the Consolidated Personal Property Tax book. Sorted manually to city wide alphabetical order.
5. Prepares street books, or street ledger cards.
6. Pivotabs and tabs provide a selective control over all delinquent property.
They may also be used to indicate water liens, etc.



MOTOR VEHICLE EXCISE TAXRecommended Procedure

1. Cards received from Registry of Motor Vehicles.
2. Cards sorted alphabetically by name in each ward.
3. First year - Emboss an Addressograph plate for each registered motor vehicle.
 - a. Plate to be in two sections.



Succeeding years - Emboss an Addressograph plate for each change of car ownership, i. e.,

As long as an individual owns an automobile his plate will be in the file. The car may change however, which will necessitate the re-embossing of the upper section of the plate if the previous tax has been paid. Otherwise, a complete plate will be made.

4. At the billing period

- a. Plates are removed from the files for running through the Model 3700 Addressograph (Two stub Water Income Machine).

This machine prints and imprints three bills of two stubs each.

1. Original bill and Collectors receipt.
2. Demand Notice and Collectors receipt.
3. Officers Warrant and Collectors receipt.

<u>Paper Color</u>
White
Rose
Blue

Note: All Accounting data names and addresses are original copies.



b. The Model 3000 Addressograph, from the same plates that produced the bills, will print a commitment sheet by spreading horizontally the information on the plate, as

From Numbering
Device

Name of Taxpayer Address of Taxpayer	Make Car Engine No.	Year Built	Months *	Valuation *	Ward Page Line

5. The Collectors Tax list will be produced as a first carbon copy. Other carbon copies as needed may be produced.
6. The bills, original and receipt, demand and receipt, warrant and receipt, commitment sheet and Collectors Tax list are now either hand posted or inserted in accounting machines for amount posting.

The accounting operation consists of extending the valuation by the tax rate, taking into consideration time of registration.

7. Pivotabs will be used to indicate delinquencies.
8. Delinquent lists to registrars

* To be entered with accounting machines.



SUMMARY OF ADDRESSOGRAPH USES

Motor Vehicle Excise Tax

1. Prints and addresses bills, indicating all the accounting data on the bills except the amount of tax.
2. Prepares original commitment sheet.

Prepares 1st carbon Collectors Tax list.

Prepares other carbons as needed.

3. May supply lists of unpaid accounts for registry notification and ultimate action.

The printing of the unpaid accounts are controlled by the pivotab.

↳ Delinquent lists to registry



REAL ESTATE TAXRecommended Procedure

1. There will be prepared for every parcel of property in the City of Boston, one Addressograph plate. This plate will have embossed thereon the following information:

- a. Ward
- b. Precinct
- c. Location of Property
- d. Block Number
- e. Footage
- f. Cost per Foot
- g. Description
- h. Valuation of land
- i. Valuation of Improvements
- j. Total Valuation
- k. Name and Address of owner
- l. State of Owner's Incorporation

The Addressograph plate consists of three sections. The larger top section containing items listed above a through g. The smaller top section containing land and improvement valuations with the total valuation, h through j. The lower section of the plate is used for the owner's name, address, and state of incorporation.

The Addressograph plate has a pivotab for recording current delinquencies, and provisions on the plate for tabs to indicate previous years delinquencies. An index card containing the name and address of the owner is printed from the plate and located at the top of same, being useful for filing purposes.

1938 The plate files will be set up from last years corrected Transfer list.

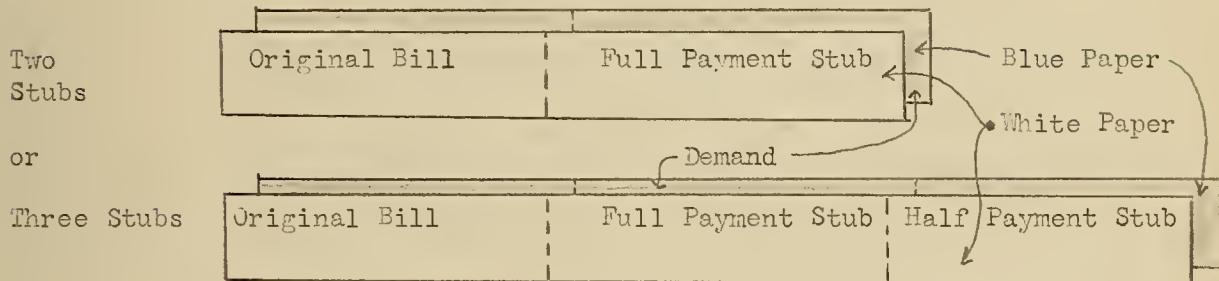
The plate files are subject during the course of the year, to an approximate 15% change, consisting of change of ownership, property split-ups, and valuation changes.

These changes in the Addressograph file are made currently so that at the billing period the plate will be entirely accurate for billing purposes. It is believed the plate file will eliminate the necessity in the future for the Transfer list.



2. At the billing period

a. Two bills, original notice and demand, of either two stubs or three stubs are printed and addressed on the Model 3700 Addressograph with all the information embossed on the plate. (Use Water Income Machine)



b. The Model 3000 Addressograph prints the commitment sheet as an original from the same plates that printed the bills, with the Collectors Tax list as a first carbon copy. If a transfer list is deemed necessary this may be a second carbon copy.

Name and Address of Property Owner	State Inc	Address of Property No. Ft. Description	Cost per Ft.	B l	W a	P r	Val. of land Val. of imp.
				k	e		Tot. val.

3. The accounting machines if used will then carbonize through the original bill and demand to the commitment sheet and tax list, showing the extension of the valuation times the tax rate, post water liens, special assessments etc.



4. The bills, demands and Collectors Tax list are turned over to the Collector as usually done.
5. It is suggested that the consolidated list of property owners be listed on the Addressograph to ledger cards, one for each property. These ledger cards may then be sorted to city wide alphabetical sequence for cross reference. They will bear the proper reference number to the ward commitment books. This is an automatic feed job.
6. The Addressograph plates will produce yearly, the assessors street books either on sheets to be bound in books or on ledger cards.
7. The Addressograph lists every four years the four year books which will probably be hand posted as to amounts.
8. Delinquencies are noted by use of pivotabs on the plates for future action.

Note: Exempt property handled similarly.



SUMMARY OF ADDRESSOGRAPH USES

Real Estate Tax

1. Prints and imprints bills, numbering simultaneously the page and line.
All bills are originals.
2. Prints commitment sheet and collectors tax list (and transfer list if used).
3. Lists ledger cards for consolidated alphabetic list.
4. Prints assessors street books.
5. Prints four year books.
6. Addressograph file replaces transfer list.
7. Delinquent lists may be run at any time.
8. Addressee's ledger cards for new property caused by sub-divisions, split-ups, etc.



TAX JOB	ESTIMATED NO. PLATES	COST COMPLETE EMB. PLATES	COST PLATES PER FT	NO. CABINETS @ \$269.50 each	TOTAL PLATE COSTS	CABINETS	COSTS EACH TAX JOB
Poll	237,000	B	69.90	11	\$16,566.30	\$2,964.50	\$19,530.80
Personel Property	20,000	FP	104.90	1	2,098.00	269.50	2,367.50
Motor Vehi- cle Excise	106,000	F	104.90	5	11,119.40	1,347.50	12,466.90
Real Estate	112,000	PF	123.50	6	<u>13,832.00</u>	<u>1,617.00</u>	<u>15,449.00</u>
							TOTALS
					\$43,615.70	\$6,198.50	\$49,814.20

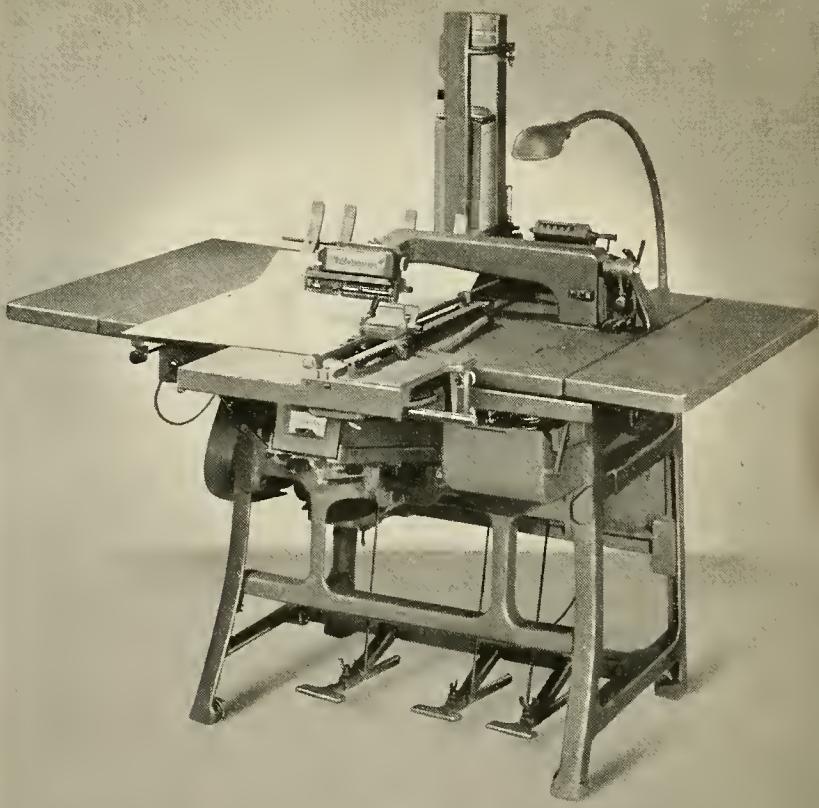
MACHINING COSTS

NICKEL TYPES PRINTING PLATES FOR MODEL 3700

Includes duplicate plates

Total Machine Cost = 37,459.00

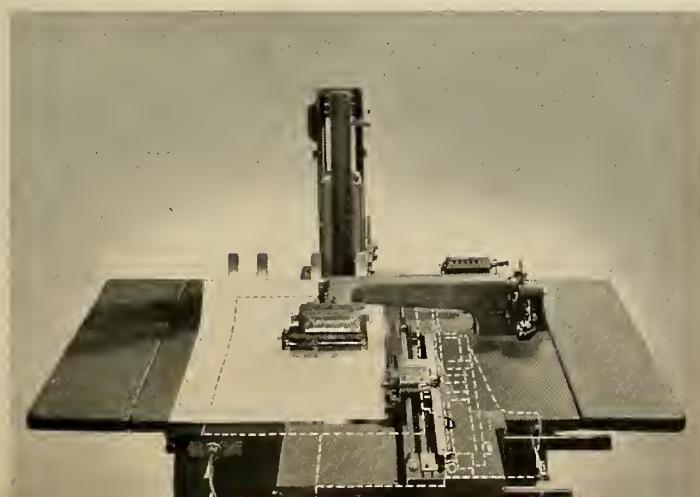
Operation of any Class 3040 Addressograph model is very simple. A sheet form is clamped to the listing rock and operating power applied. The operator does no more. Data desired to appear in the first column is listed at the first stroke of the printing arm. Listing rack then automatically positions sheet to receive impression from second stroke of printing arm which locates proper data directly opposite in second column. Addressograph plate then refiles itself in its original filing drawer, underneath table top of machine, and next plate appears at printing position. Simultaneously, the sheet moves up the required distance to receive the next listing and automatically positions itself for a repetition of the operating cycle. Dotted lines in illustration below indicate sheet and listing rack travel on a typical installation.



MODEL 3040 ADDRESSOGRAPH

• The two-column listing device, which is the distinguishing feature of the Model 3040, makes it possible to condense all desired data within the area of one Addressograph metal record . . . yet imprint it over one or two adjacent columns when listing such data on sheets. • On tax collecting work, for example, the name and address of the taxpayer is written in one column, and the description of the property is transcribed directly opposite in a second column. On payroll work, clock number, name of employee, department number or symbol and wage or salary rate can be located in one column . . . and standard deductions in a second column. Listing speed is 40 complete, two-column impressions

a minute. • The two-column listing device can be quickly taken off by any clerk when it is desired to use the Addressograph for hand-feeding of forms or with other attachments.



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ADDRESSOGRAPH - MULTIGRAPH
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